

Zoom Meeting Instructions for Participants

Instructions for Participants/Agenda Item Discussions

- ✓ All participants are asked to log in with their first and last name. Nicknames and usernames may not be recognized by the host and cause a delay in identifying you for an agenda item.
- ✓ All participants are asked to turn off their video and keep their video turned off throughout the duration of the meeting. As your agenda items comes up the host will ask you to unmute yourself and share your video.
- ✓ Please wait to be recognized by the Chairperson before speaking.
- ✓ All participants should mute themselves if they are not speaking to avoid background noise.
- ✓ All participants should state their first and last name before speaking, this is for the meeting record and minutes.
- ✓ When your agenda item is complete please stop sharing your video and mute yourself. The meeting host may stop sharing your video and mute you upon completion if you are having difficulty.

If you have already installed the Zoom App, skip to “Before Meeting” section.

MAKE SURE YOU HAVE THE LATEST VERSION OF ZOOM INSTALLED



Install App from a tablet, cell phone, laptop, or desktop

- Make sure your device has a working microphone and video camera
- Download the Zoom App from your device's App store or for a laptop and desktop go to <https://zoom.us/support/download>
- Make sure you download from trusted source only. Use above web address or from your App Store. Use the App called “Zoom Cloud Meetings” by Zoom.us
- Install App
- You don't have to create a Zoom account to participate. You can join a meeting without an account

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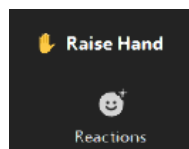
Before Meeting

- Connect your device by ethernet or Wi-Fi (we suggest a direct ethernet connect when possible)
- Cellular connections can be used but we have noticed that cellular connections are not as reliable and you may be subject to delays and video and audio break disruptions
- If using Wi-Fi or cellular connections, please walk around with your device and look for the strongest signal on your device. Use the location that has the strongest signal during the meeting
- If you are using a cell phone or tablet, we recommend putting your device in landscape mode. This is done by turning your phone so that it is longer left to right versus up and down



Logging in for the Public Meeting

- Plug your device in to a power source
- Check your internet connection
- Open Zoom software app
- Select “join”
- Enter Meeting ID number (found on town website)
- Click on “join”
- Enter passcode, if prompted
- Click on “continue”
- If you are joining from a phone or tablet
 - In the top box enter your full first and last name
 - In the bottom box enter your email address
- If you are joining from a laptop or desktop
 - In the top box enter your email address
 - In the bottom box enter your full first and last name
- You will have to enter an email and full name or you may not be able to connect
- Press “ok”
- During this process if a dialog box asks for permission to access the microphone or video camera select either “yes” or “allow”



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To speak during community speaks

- Move mouse (or press on tablet or phone screen) to bring up menu
- Click on “raise hand”
- The hand will turn blue
- You will now be in the queue to be recognized to speak
- When it is your turn to speak, the meeting host or Chairperson will ask that your microphone be unmuted
- After a few seconds you will see a message on your screen that states “host allows you to talk...”
- Click or touch on “unmute”
- State your full name and address for the record
- Speak clearly and slowly
- Once you have finished speaking, your microphone will be muted again
- If you have additional questions or comments you will need to raise your hand again



Connecting by Telephone

- This should be a last option. Please make every effort to join by the Zoom software app
- You will only be able to attend the meeting with audio
- You will not see any information displayed or shared during the meeting
- **The phone number is a long-distance phone number**
- Zoom phone number 1-312-626-6799 or 1-646-876-9923
- Enter in the meeting ID code followed by the “#” sign, when prompted
- If asked for a participant ID use the “#” sign, when prompted
- Enter in the passcode followed by the “#” sign, when prompted
- If you wish to speak, press *9
- You should hear that you have raised your hand
- When it is your turn to speak the meeting host or Chairperson will ask that your microphone be unmuted
- You should hear that you have been unmuted
- State your full name and address for the record
- Speak clearly and slowly
- Once you have finished speaking, your microphone will be muted again
- If you have additional questions or comments you will need to raise your hand again by pressing *9